

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 28-2011

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Commercial Assistant

OPENING DATE: September 2, 2011

CLOSING DATE: September 16, 2011

WORK HOURS: Full-time; 40 hours/ week

GRADE: *Not-Ordinarily Resident: FP--05 (To be confirmed by Washington)

*Ordinarily Resident: FSN Grade 09

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Commercial Assistant. The position is located in the Economic Commercial Section and reports to the Economic Commercial Officer.

FUNCTIONS OF POSITION:

Develop and maintain working level contacts with U.S. staff at the Departments of State and Commerce and related entities such as the , Office of the Trade Representative, Millennium Challenge Corporation, the National Export Initiative, and the Africa Growth Opportunities Act. Develop and maintain working level contacts with U.S. private industry leaders and managers both in Sierra Leone and in the U.S.

Monitor Government of Sierra Leone policy and legislation relative to private industry and advises on trends or impact on U.S. commercial interests.

Prepare high quality written products in support of senior level Embassy commercial efforts. Conduct research, to include statistical analysis, to address commercial, trade, and development issues. Prepare reports on key industrial sectors such as extractive industries, agriculture, fishing, information technology, energy, and tourism. Contribute to the development of the Country Commercial Guide and the Investment Climate Statement.

Serve as the Embassy point of contact for the U.S.-Sierra Leone Chamber of Commerce (USSLCoC) and other local business and trade groups. Provide Embassy support and representation in USSLCoC growth and application to become an American Chamber of Commerce.

Work with the Economic Assistant to manage visitors and brief government delegations and business leaders. Build the Embassy capability to serve as a source for U.S. business interested in Sierra Leone. Manage the Economic and Commercial Section website with support of the Web Site Administrator. Establish and maintain the Embassy commercial library. Provide support for trade seminars or promotion events, such as exhibitions and trade missions. Manage and secure Secret But Unclassified and business confidential information.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Bachelor's Degree in economics, marketing, international relations, or business administration. Postgraduate study in the above is commendable.
2. **Experience:** A minimum of three years of private or public sector commercial, government, developmental, trade, or economic experience with progressively increasing responsibilities required. Experience in consulting and advising government and/or business leaders and experience in writing and research related to the commercial sector is commendable.
3. **English Ability:** Level (IV) Fluency in spoken and written English and level 3 spoken Krio.
4. **Other Criteria:** Must have a thorough knowledge of Sierra Leone economic, commercial and political structure, institutions and culture. Within a reasonable period of time, Incumbent must be able to understand the structure of the U.S. Embassy, Freetown including, the various agencies represented and their functions. Must also be able to acquire knowledge of 10 FAM.
5. **Other Skills:** Must be a strong writer; with ability to prepare precise, accurate, factual and analytical reports. Must be proficient with Microsoft Word and

Outlook. Must be organized and skilled in prioritizing work. Must have the ability to establish and maintain contacts with individuals in the public and private sector. Ability to give objective advice especially on information gathered from published sources of data whether they are reliable or incomplete. Ability work independently with little supervision.

6. **Interpersonal skills:** Must have excellent interpersonal, communications and representational skills. Ability to establish and maintain contacts with individuals in the public and private sector.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Commercial Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076-515-075

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;

- Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

- Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 16, 2011

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.